

Business Services

Accounts Payable Procedures

Payments for goods or services will be made on the basis of approved vendor invoices. Specific guidelines for this requirement are outlined below.

Invoices: Invoices should be submitted to accounts payable with the originator's proper approval and account number to be charged. Statements will not be accepted as documentation for payment unless all invoices are attached.

Requests for reimbursement must be accompanied by receipts detailing the items purchased and clearly showing the amounts paid by the requestor.

For all credit card reimbursements, a statement must be submitted along with the itemized receipts.

Approval: All invoices must be approved by the individual who is responsible for the account being charged. Upon receipt of a vendor's invoice, the originator should:

- Review the invoice to verify that services and or products have been received.
- Sign, date and mark invoice "ok to pay" along with the account number to charge.
- Return to accounts payable for processing.

Accounts payable will issue payment to a vendor only upon receipt of the approved invoice.

Requests for reimbursement may not be approved by the party to which the reimbursement is paid. In such cases, a supervisor or other authority must also approve the reimbursement request.

Payments to Individuals: Certain IRS documents are required before payments can be processed to individuals.

U.S. Citizens and Resident Aliens – A Form W-9 must be on file before payment can be made to any U.S. citizen or resident alien. This form can be found on the OBU website: home.obu.edu under Administrative Forms, Form W-9. Please complete the name on the W-9 form exactly as you file your tax returns. Business Services will accept an e-mailed Form W-9 if electronically signed.

Non-Resident Aliens – Allow approximately 3 months to process the paperwork requirements for non-resident aliens BEFORE services are performed or travel is completed. Contact the Director of Human Resources for additional information regarding these payments.

All payments for work performed by OBU employees or students must be processed through Human Resources or Work-study. Purchases of goods or services from OBU employees must have prior approval of the Chief Financial Officer. Any such purchases may be made only if the cost does not exceed any other known source.

Invoice Processing: Invoices will be processed for payment twice weekly, with checks issued on Tuesday and Friday. Deviations from this schedule will be made on a very limited basis in emergency situations. Business services staff responsible for invoice processing must not have authority to approve invoices for payment or sign checks.

Each invoice entered for payment must include the vendor name, vendor number (assigned in the accounts payable system) and vendor invoice number. This information will be compared to existing invoices in the accounts payable system for duplicate entries. Any invoices with matching vendor name and vendor invoice number will be investigated by Business Services staff to determine whether payment should be made.

If an invoice is received without a vendor invoice number assigned, one will be created using the following numbering standard. The invoice number entered should represent the year, month and day of the invoice date, in the format YYYYMMDD.